# Personnel Management Abstracts

**Vol. 42, No.4 Winter, 1996 Annual Accumulated Issue**

**This accumulated issue contains the interalphabetized abstracts of the literature of management, personnel, and human resources for the Spring, Summer, Fall and Winter issues for 1996**

---

**Contents:**

**3.** How to use this publication. . . . A list of journals covered by this survey of literature.

**7.** Subscription information and rates.

**8.** Abstracts of the periodical literature of management, personnel and human resources.

*This is a list of subject headings and the page numbers on which the abstracts in each subject area begin:*

absenteeism, page 8
arbitration, p. 8
assessment centers p. 11
bargaining, p. 11
behavior in organizations p. 14
behavioral sciences p. 24
board of directors, p. 24
business & government, p.26
business education, p. 38
career strategy, p. 42
childcare work/family issues 46
communication, p. 47
compensation, p. 55
computers, p.64
conflict management, p. 70
consultants, p.74
cost control, p. 75
creativity, p. 79
cultural impact, p. 80
decision making, p. 85
delegation, p. 88
discipline, p. 89
employee assistance, p. 91
employee benefits, p. 92
employee health and safety, 99
employee rights, p. 108
engineers and scientists, p. 112
entrepreneurs, p.113
the environment, p. 115
equal opportunity, p.116
ethics, p. 130
hours of work, p. 134
human resources, p. 136
information systems, p.151
innovation, p. 153
interviews, p.155
job design, p. 156
job satisfaction, p. 157
labor education p. 160
labor relations, p. 161
labor studies, p. 174
layoffs, p. 177
leadership, p. 181
management development, 189
management functions, p. 194
management of change, p. 202
management style, p. 211
management succession, p. 216
manpower, p. 217
mentoring, p. 226
mobility trends, p. 227
motivation, p. 228
multinational organizations, 231
organization, p. 238
organization development, p. 246
organizational learning, p. 247
participative management, 250
performance appraisal, p. 255
personnel function, p. 257
personnel policy, p. 259
planning, p. 266
productivity, p. 267
public employees, p. 270
quality, p. 277
recruiting, p. 281
research & development, p. 283
research methods, p. 284
retirement, p. 290
selection, p. 292
small business, p. 295
social awareness, p. 297
strategy, p. 300
teams, p. 307
termination, p. 313
testing, p. 314
time management, p. 316
training, p. 317
turnover, p. 329
work environment, p. 331
workplace automation, p. 333

**335.** Index to periodical literature, indexed by authors' names.

**376.** Index to companies and other organizations referred to in the abstracts.

**383.** Abstracts of books dealing with management, personnel or human resource management.

The following books are abstracted in this issue:

96 Great Interview Questions to Ask Before You Hire. *Paul Falcone*
The Accelerating Organization: embracing the human face of change. *Arun Maira and Peter Scott-Morgan.*
Aiming Higher: 25 stories of how companies prosper by combining sound management and social vision. *David Bollier.*
AMA's Salary Survey Guidebook: compensation strategies for competitive advantage. *Jack Dolmat-Connell.*
America's Competitive Secret: utilizing women as a management strategy. *Judy B. Rosener*
The ASTD Training & Development Handbook: a guide to human resource development. *Robert L. Craig, editor.*
The Basic Business Library: core resources. *Bernard S. Schlessinger.*
A Beginner's Guide to Structural Equation Modeling. *Randall E. Schumacker and Richard G. Lomax.*
Beyond Certainty: the changing worlds of organizations. *Charles Handy.*
Confronting Relationship Challenges. *Steve Duçk and Julia T. Wood, Editors.*
A Critical Guide to Management Training Videos and Selected Multimedia, 1996. *William Ellet, Laura Winig, editors.*
Disability Discrimination in Employment Law. *Robert L. Burgdorf Jr.*
The Effective Manager: perspectives and illustrations. *Jon Billsberry, editor.*
Electronic Resumes: A guide to putting your resume on-line. *James Gonyea and Wayne Gonyea*

56 379PT XL 2068
10/98 01-625-00 GBC